



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1700.5I-1
Effective Date: December 22, 2010
Revised: June 13, 2011
Expiration Date: November 30, 2015**

Responsible Office: Safety and Mission Assurance Office

SUBJECT: NASA Langley Research Center (LaRC) Maximum Work Time Policy

1. POLICY

To establish a maximum work time policy that meets realistic human factors, personal safety, and quality assurance goals and minimizes the probability that mishaps will occur because personnel in critical positions work excessive hours. (See the Attachments for Definitions and Policy Provisions.)

2. APPLICABILITY

a. This directive applies to all Government and contractor organizations and tenants operating at LaRC or at locations and facilities where LaRC has operational responsibility, in accordance with the terms expressed in agreements, joint operating procedures, regulations, or contracts with LaRC.

b. The following organizations are exempted from the requirements of this instruction:

(1) Pilots – Must comply with Federal Aviation Administration maximum work time requirements.

(2) Construction contractors – Must comply with their company policies.

(3) LaRC Fire Department – Must comply with City of Hampton maximum work time policies.

c. In implementing this directive, supervisors are reminded that more restrictive work time standards may be warranted for employees engaged in especially arduous or stressful duties or conditions.

3. AUTHORITY

a. NPR 1800.1 NASA Occupational Health Program Procedure

4. APPLICABLE DOCUMENTS

None.

5. RESPONSIBILITY

a. Safety Manager, Head, Safety and Facility Assurance Branch is responsible for:

Establishing the LaRC maximum work time policy.

b. First Line Supervisors are responsible for:

(1) Identifying and documenting critical positions and critical persons. Government and contractor organizations shall prepare and maintain a list that identifies and documents critical jobs and critical persons. This list should be maintained by the LaRC Organizational Unit Manager or contractor counterpart and updated at least yearly.

(2) Ensuring that all duty hours are recorded and counted toward the maximum work periods identified in Appendix B of this LaPD.

(3) Re-evaluating positions when personnel are assign to field missions or Launch campaigns.

(4) Maintaining awareness of changes to LaRC maximum work time policy.

c. Procurement Officer, Office of Procurement is responsible for:

Placing the requirements of this directive into appropriate LaRC agreements, joint operating procedures, and contracts.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENT/VERIFICATION

None.

8. CANCELLATION

LAPD 1700.5, dated October 3, 2004 .

Original signed on file

Stephen G. Jurczyk
Deputy Director

Attachments A-B

DISTRIBUTION

Approved for public release via the Langley Management System; distribution is unlimited.

Attachment A to LAPD 1700.5**DEFINITIONS****A.1 Critical Position**

A critical position is one that requires a person to make real time decisions or perform real time actions that could directly and immediately affect:

- (1) personal safety
- (2) the safety, integrity, and operability of research and test facilities
- (3) the safety, integrity, and operability of test items
- (4) the safety, integrity, and operability of flight systems and flight hardware.

NOTE 1: Personnel who are in critical roles on a part-time basis shall be considered in a critical position on a full-time basis for purposes of work-rest cycle limitations.

NOTE 2: Examples of Critical Positions are Test Conductors, Test Engineers, Technicians, Electricians, High Pressure and Steam Operators, Crane Operators, Forklift Operators, Pyrotechnic Technicians, Safety Operators, High Workers, Commercial Drivers, Managers of these positions, Incident Responders, and others

A.2 Non-Critical Positions

A.2.1 All positions not categorized to be a Critical Position.

A.3 Real Time Decision/Action

For purposes of this directive, a real time decision or action is one that has the potential to affect personal safety or the safety, integrity or operability of test and research facilities, test items, and flight hardware with minimal or no time to functionally verify the adequacy of the decision or action and its effect on the task to be performed.

A.4 Workday

A workday is defined as any day a person reports to work, regardless of the amount of time spent on the job. The workday begins when a person reports to work and ends when he or she leaves.

A.5 Workweek

A workweek is defined as any 7-day period beginning on Sunday and ending on Saturday, or other 7-day period, as specified and documented by an organization for accounting purposes.

A.6 Center Declared Emergencies

A.6.a Emergency or extremely unusual circumstances can require work performance essentially at endurance capacity. This shall be invoked only for life-threatening emergencies, natural disasters, mass casualty accidents, or war.

A.6.b For Center Declared Emergencies, maximum work times shall only be exceeded with approval of the employee's Organizational Unit Manager or the proper Contract Program/Project Manager.

A.6.c Each Center should have the capability to cover unexpected absences satisfactorily without having individuals work more than 12 hours per day.

Attachment B to LAPD 1700.5

POLICY PROVISIONS

B.1 For non-critical positions, employees shall not work in excess of the following maximum work times (MWTs):

B.1.a. For non-emergency situations the employee can work only 12 consecutive hours*

B.1.b. For emergency situations the employee can work only 16 consecutive hours with approval of the employee's Organizational Unit Manager or the proper Contract Program/Project Manager.

B.1.c. 60 hours during a seven (7) day work week

B.1.d. Seven (7) consecutive 8-hour workdays without at least one (1) full day off

B.2 For critical positions, employees shall not work in excess of the following MWTs:

B.2.a. For non-emergency situations the employee can work only 12 consecutive hours*

B.2.b. For emergency situations, the employee can work only 16 consecutive hours with approval in accordance with section A.6.b of this document after reviewing the JHA for the tasks to be performed by the employee.

B.2.c. 60 hours during a 7-day work week*

B.2.d. Seven (7) consecutive days without at least one (1) full day off*. Only during a Center or Program Declared Emergency a deviations may be pre-approved at a high level for up to 18 consecutive days with two (2) full days off required after the extension period)

NOTE: The asterisks (*) denote pre-approval is required for deviations by a LaRC Organizational Unit Manager for civil servants or the contractor counterpart (or higher) for contractors, with concurrence in either case by the LaRC Safety Manager, Head, Safety and Facility Assurance Branch (SFAB).

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